

State of Wisconsin
DOA-3070 (R08/2003)
s.16.75, Wis. Statutes

BIDS MUST BE SEALED AND ADDRESSED TO:
commodity/service. (Return this page only.)

AGENCY ADDRESS:

Crystal Baker
Purchasing Manager
Department of Health Services
Division of Enterprise Services
1 W. Wilson Street, Room 665
Madison, WI 53701-7850

REQUEST FOR BID

☐ Remove from Bidder list for this

Bid envelope must be sealed and plainly marked in lower corner with due date and Request for Bid # **3010 DPH-CB**. Late Bids will be rejected. Bids MUST be date and time stamped by the soliciting purchasing office on or before the date and time that the Bid is due. Bids dated and time stamped in another office will be rejected. Receipt of a Bid by the mail system does not constitute receipt of a Bid by the purchasing office. Any Bid which is inadvertently opened as a result of not being properly and clearly marked is subject to rejection. Bids must be submitted separately, i.e., not included with sample packages or other Bids. Bid openings are public unless otherwise specified. Records will be available for public inspection after issuance of the notice of intent to award or the award of the contract. Bidder should contact person named below for an appointment to view the Bid record. Bids shall be firm for acceptance for sixty (60) days from date of Bid opening, unless otherwise noted. The attached terms and conditions apply to any subsequent award.

THIS IS NOT AN ORDER

BIDDER (Name and Address)

Bids MUST be in this office no later than 2:00 PM CT August 17, 2012	Public Opening <input type="checkbox"/> No Public Opening <input checked="" type="checkbox"/>
Name (Contact for further information) Crystal Baker	
Phone 608-266-6967	Date 7/18/12
Quote Price and Delivery FOB Delivery	

Description

The Division of Public Health (DPH) is seeking to contract for Magnetic Ink Character Recognition (MICR) toners for Source Technologies printers.

Payment Terms:

Delivery Time:

☐ We claim minority Bidder preference [Wis. Stats. s. 16.75(3m)]. Under Wisconsin Statutes, a 5% preference may be granted to CERTIFIED Minority Business Enterprises. Bidder must be certified by the Wisconsin Department of Administration. If you have questions concerning the certification process, contact the Wisconsin Department of Administration, 6th Floor, 101 E. Wilson St., Madison, Wisconsin 53707-7867, (608) 267-3293.

☐ We are a work center certified under Wis. Stats. s. 16.752 employing persons with severe disabilities. Questions concerning the certification process should be addressed to the Work Center Program, State Bureau of Procurement, 6th Floor, 101 E. Wilson St., Madison, Wisconsin 53702, (608) 266-2605.

Wis. Stats. s. 16.754 directs the state to purchase materials which are manufactured to the greatest extent in the United States when all other factors are substantially equal. Materials covered in our bid were manufactured in whole or in substantial part within the United States, or the majority of the component parts thereof were manufactured in whole or in substantial part in the United States.

☐ Yes ☐ No ☐ Unknown

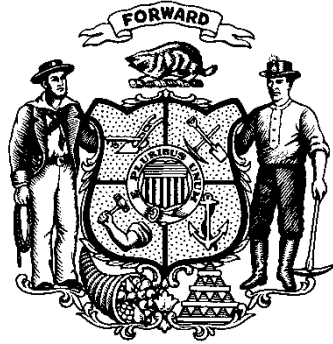
In signing this Bid we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a Bid; that this Bid has been independently arrived at without collusion with any other Bidder, competitor or potential competitor; that this Bid has not been knowingly disclosed prior to the opening of Bids to any other Bidder or competitor; that the above statement is accurate under penalty of perjury.

We will comply with all terms, conditions and specifications required by the state in this Request for Bid and all terms of our Bid.

Name of Authorized Company Representative (Type or Print)	Title	Phone ()	
		Fax ()	
Signature of Above	Date	Federal Employer Identification No.	Social Security No. if

REQUEST FOR BID

**STATE OF WISCONSIN
DEPARTMENT OF HEALTH SERVICES
DIVISION OF PUBLIC HEALTH**



RFB # 3010 DPH-CB

**Magnetic Ink Character Recognition (MICR) Toner for Use in the
WIC Program**

BIDS MUST BE RECEIVED BY: 2:00 PM CT Friday, August 17, 2012

**LATE BIDS WILL BE REJECTED
FAXED BIDS WILL NOT BE ACCEPTED
THE STATE RESERVES RIGHT TO REJECT ANY AND ALL BIDS**

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1.0 GENERAL INFORMATION

1.1 Introduction and Background

The Department of Health Services, Division of Public Health is accepting bids to purchase MICR Toner to be utilized by the Special Supplemental Nutrition Program for Women, Infants and Children (herein referred to as "WIC") at local project locations.

The WIC Program currently uses Source Technology (modified Lexmark) MICR printers to issue checks to participants. There are approximately 120 MICR printers located at WIC agencies throughout the state. The following types of printers are currently in use in varying quantities; and any vendor responding to this RFB must be able to supply all of the MICR toner types (either OEM, non-OEM aftermarket compatible or a combination of both) to local projects for the printers listed below:

- Source Technology – ST 9216
- Source Technology – ST 9325
- Source Technology – ST 9410
- Source Technology – ST 9512
- Source Technology – ST 9530
- Source Technology – ST 9612/9620

1.2 Procurement Objective

The Division is soliciting bids that demonstrate quality, cost effective approaches to supply MICR toner to local WIC Projects.

1.3 Current Operations

The WIC Program currently uses Food Instrument (check) stock at local projects to issue benefits to participants. The checks/benefits are printed on-demand; using Source Technology MICR printers.

For the purposes of this bid, the WIC Program is soliciting bids for **both Original Equipment Manufacturer (OEM) and aftermarket compatible (non-OEM) toners**. It is expected that any aftermarket compatible toners meet or exceed OEM toner production quality and page yield. Designations for OEM and aftermarket compatible toners should be listed on the cost sheet submitted by the bidders.

Bids must also include the cost of shipping the toner to each local WIC agency. Bidders must provide shipping costs or other charges (i.e. energy surcharge) on the MICR Toner Cost Sheet.

Estimated quantities will range from 250-350 MICR toners purchased annually. Smaller projects may only order one replacement MICR toner at a time; while other larger sites may order multiple toners at once.

1.4 Procuring and Contracting Agency

The Wisconsin Department of Health Services (DHS), Division of Public Health (DPH) issued this Request for Bid (RFB). The person responsible for managing the procurement process is Crystal Baker. Any contact with State employees concerning this RFB is prohibited, except as authorized by the procurement manager during the period from date of release of the RFB until the notice of intent to award is released.

The Wisconsin DHS, DPH will administer the contract resulting from this RFB. The contract administrator will be **Dan Cash**, or designee.

1.5 Definitions

Throughout the RFB, the following terms are used and are defined as:

1. **Bidder**: is defined as an entity responding to this RFB.
2. **Department / DHS**: is defined as the Wisconsin Department of Health Services.
3. **Division (DPH)**: is defined as the Division of Public Health.
4. **DOA**: is defined as the Department of Administration.
5. **HIPAA**: is defined as the Health Insurance Portability and Accountability Act of 1996.
6. **MBE**: is defined as Wisconsin Certified Minority Business Enterprise.
7. **RFB**: is defined as Request for Bid.
8. **State**: is defined as the State of Wisconsin.
9. **Subcontract**: A written agreement between the contractor and a subcontractor to provide services or supplies.
10. **Subcontractor**: A third party who contracts with the awarded contractor for the provision of services or supplies, which the contractor has contracted with the Department to perform or deliver.

1.6 Clarification and/or Revisions to the Specifications and Requirements

Any questions concerning this RFB must be submitted via non-encrypted email to Crystal Baker, Purchasing Manager at:

Crystal.Baker@dhs.wisconsin.gov

Written questions must be submitted by **Friday, July 27, 2012**. All questions are to be submitted in **non-protected Microsoft Word** format with the following subject line listed below:

Subject Line: Question RFB **3010** DPH-CB – *Company Name*

Telephone questions will not be accepted. Any oral responses, information, dates, and/or technical assistance received by a prospective Bidder from the Department or Department staff shall not, in any manner whatsoever and whether before or after the release of this RFB, be binding on the State of Wisconsin, unless followed-up and explicitly confirmed and stated in writing by the State.

Bidders are expected to raise any questions, exceptions, or additions they have concerning the RFB document at this point in the RFB process. If a vendor discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFB, the vendor should immediately notify the above named individual of such error and request modification or clarification of the RFB.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFB, revisions/amendments and/or supplements will be provided through the State VendorNet system.

Each Bid shall stipulate that it is predicated upon the requirements, terms, and conditions of this RFB and any supplements or revisions thereof.

Any contact with State employees concerning this RFB is prohibited, except as authorized by the RFB manager during the period from date of release of the RFB until the notice of intent to award is released.

1.7 Contract Quantities / New or Deleted Items

The buying agencies do not guarantee to purchase any specific quantity of services. Bids that state the agencies must guarantee a specific quantity or dollar amount may be disqualified.

NEW OR DELETED ITEMS: The agencies reserve the right to add new related services to this contract based on changes in need or changes to standards unknown at the release of this RFB. Qualified contractors will be asked to provide pricing for new related services and those prices will be amended to the contract. Contractor(s) prices must be comparable to current contract pricing for like services.

The contractor shall not have exclusive rights to provide all services covered under this contract during the term of the contract or any extension of the contract.

1.8 Reasonable Accommodations

DHS will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. If you think you need accommodations at any time during the RFB process, contact Crystal Baker at (608) 266-6967 or Crystal.Baker@dhs.wisconsin.gov.

1.9 Calendar of Events

Listed below are specific and estimated dates and times of actions related to this RFB. The actions with specific dates must be completed as indicated unless otherwise changed by DHS. In the event that DHS finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFB and posting it to the State of Wisconsin purchasing and vendor notification website (VendorNet) at <http://vendornet.state.wi.us>. There may or may not be a formal notification issued for changes in the *estimated* dates and times.

DATE	EVENT
7/13/12	Date of issue of the RFB (Posted to VendorNet)
7/27/12	Deadline for Written Questions
8/3/12 (estimated)	All Questions and Answers posted to VendorNet
8/17/12 2:00 PM CT	Bids due from vendors
9/1/12 (estimated)	Notification of intent to award sent to bidders
9/14/12 (estimated)	Contract Execution Date
10/1/12	Contract Start Date

1.10 Contract Term and Funding

The contract shall be effective October 1, 2012 and shall run for **24 months** from that date with an option by mutual agreement of the agency and contractor, to renew for two (2) additional one (1) year periods.

Firm Prices: Pricing must remain firm for the initial contract period of **2 (two)** years. Any proposed price increases after the initial contract period must be received in writing and approved by the Department 60 days prior to the beginning of the next contract period.

1.11 VendorNet Registration

The State of Wisconsin's purchasing information and vendor notification service is available to all businesses and organizations that want to sell to the state. Anyone may access VendorNet on the Internet at <http://vendornet.state.wi.us> to get information on state purchasing practices and policies, goods and services that the state buys, and tips on selling to the state. Vendors may use the same Web site address for inclusion on the Bidder list for goods and services that the organization wants to sell to the state. A subscription with notification guarantees

the organization will receive an e-mail message each time a state agency, including any campus of the University of Wisconsin System, posts a request for Bid or a request for Proposal in their designated commodity/service area(s) with an estimated value over \$50,000. Organizations without Internet access receive paper copies in the mail. Increasingly, state agencies also are using VendorNet to post simplified bids valued at \$25,000 or less. Vendors also may receive e-mail notices of these simplified bid opportunities.

1.12 Retention of Rights

The State of Wisconsin retains the right to accept or reject any or all bids if it is deemed to be in the best interest of the State of Wisconsin.

If mutually agreed to by the contractor, and the State, the results of this solicitation may be used by other Wisconsin agencies and/or other states.

All bids become the property of DHS upon receipt. All rights, title and interest (including the right to exploit for the State's purposes) in all materials and ideas prepared by the Bidder for the Bid to DHS shall become the exclusive property of DHS and may be used by the State at its option.

1.13 Number of Contracts

Due to the potential use of both OEM and Aftermarket Compatible MICR toner cartridges; the Department may award more than **one** contract for the services required in this RFB. However, the contractor(s) shall not have exclusive rights to provide all services covered under the contract during the term of the contract(s) or any extension of the contract(s).

2.0 PREPARING AND SUBMITTING A BID

2.1 General Instructions

The selection of a contractor(s) will be based on the information submitted in the vendor's bid. Failure to respond to each of the requirements in the RFB may be the basis for rejecting a response.

Elaborate Bids (e.g., expensive artwork and presentation), beyond that sufficient to present a complete and effective Bid, are not necessary or desired.

The State of Wisconsin is not liable for any cost incurred by Bidders in replying to this RFB.

Bidders must submit bids in strict accordance with the requirements set forth in this section. All materials must be submitted to:

Crystal Baker
Purchasing Manager
Department of Health Services
Division of Enterprise Services

1 W. Wilson Street, Room 665
Madison, WI 53701-7850
(608) 266-6967

All materials must be received in the prescribed formats by **2:00 PM CT on Friday, August 17, 2012.**

Bids must be received in the above office by the specified date and time stated above. All Bids must be stamped as accepted by the Purchasing Manager or designee. Receipt of a Bid by the State mail system does not constitute receipt of a Bid by the Purchasing Office, for purposes of this RFB. No bids are allowed to be submitted by fax or email. Any such Bids will be rejected.

There are two components needed for complete submission of the Bid Response Package: Paper (Hard Copies) and Electronic. Technical Proposals must be typed and submitted on 8.5 by 11 inch paper bound securely; presented in 12-point Times New Roman Font. Both components are due to the address above by the stated date and time. The following submission requirements must be followed for each of the components:

Paper (Hard Copy) Bid Components

This component must contain the original and **three (3)** paper copies of the entire Bid Response Package (Section 2.2.2 Bid Organization and Format) including any proprietary information.

Electronic Bid Components

In addition to the paper documents described above, the Bid Response Package must be submitted in non-password protected PDF format on reproducible CDs recorded and labeled as follows:

Disc One must contain the entire Bid Response Package **including** any proprietary information (but excluding Cost Worksheet) and have the following label affixed to the disc:

Bid Response Package – Proprietary Information Included
WIC Magnetic Ink Character Recognition (MICR) Toner
Name and Address of Bidder
RFB **3010** DPH-CB

Disc Two must contain the entire Bid Response Package **excluding** the proprietary information reported on the Designation of Confidential and Proprietary Information form (DOA-3027). *Note: The Department in responding to open records requests will release the information on this disc. It is the sole responsibility of the Bidder to ensure that there is no conflict between the Designation of Confidential and Proprietary Information form (DOA-3027) and the information provided on this disc.* The following label must be affixed to the disc:

Bid Response Package – Proprietary Information Excluded
WIC Magnetic Ink Character Recognition (MICR) Toner
Name and Address of Bidder
RFB **3010** DPH-CB

Disc Three must contain the entire Bid Cost Worksheet in the format described in Section 6.0 The following label must be affixed to the disc:

Bid Cost Package
WIC Magnetic Ink Character Recognition (MICR) Toner
Name and Address of Bidder
RFB **3010** DPH-CB

2.2 Bid Organization and Format

2.2.1 *Bid Response Package* must be submitted with the following information included:

- 2.2.1.1 Bid Cover Page (Form DOA – 3070)
- 2.2.1.2 Table of Contents
- 2.2.1.3 Vendor Information Sheet (DOA – 3477)
- 2.2.1.4 Transmittal Letter (Reference Section 2.2.2)
- 2.2.1.5 Designation of Confidential and Proprietary Information (Form DOA – 3027)
- 2.2.1.6 Wisconsin Cooperative Purchasing (Form DOA – 3333)
- 2.2.1.7 Vendor Reference Sheet (Form DOA – 3478)
- 2.2.1.8 Bidder Response Worksheet Section 6.0
- 2.2.1.9 Completed Cost Sheet
- 2.2.1.10 Appendices

All materials must be received in the prescribed formats at the prescribed address no later than 2:00 PM CT on Friday, August 17, 2012.

2.2.2 Transmittal Letter

A Transmittal Letter must accompany the RFB package. It must be on official business letterhead of the prime Bidder submitting the Bid, and must be signed in ink by an individual authorized to legally bind the Bidder.

The Transmittal Letter must stipulate the following:

- The Bidder is the prime Contractor and is a corporation or other legal organization;
- No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a Bid;
- Bidder certifies they have not either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that this bid has

been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor.

- A *Statement of Qualifications* that bidder is able to meet all the Mandatory Requirements in Sections 5.0 (Not to Exceed 1 Page)
- The Bid is valid for a minimum of six months from the Bid due date;
- The person signing this letter and all request for bid documents is authorized to make decisions on behalf of the Bidding organization and that the person has not participated, and will not participate, in any action contrary to the this statement;
- Assurance that the Bidder will agree to execute and fulfill a contract according to the conditions and terms specified in this RFB;
- That the Bid is predicated upon the requirements, terms, and conditions of this RFB, the posted Questions and Answers, all its attachments, and any supplements or revisions thereof;
- Bidder must provide a comprehensive list of past and current litigation. List must provide individual or company and, if possible, settlement amount. If no litigation issues, stipulate the same on a separate sheet of paper with a header - Litigation History. Sanctions or convictions of fraud or falsifying records or other relevant legal action may be grounds for disqualification (Attached as an Appendix); and
- That an individual authorized to bind legally the Bidder has signed this Transmittal Letter.

2.3 Multiple Bids

Submission of multiple bids from a vendor is not permissible.

2.4 Withdrawal of Bids

Bids shall be irrevocable until contract award unless the Bid is withdrawn. Bidders may withdraw a Bid in writing at any time up to the Bid closing date and time or upon expiration of five (5) business days after the due date and time if received by the RFB Purchasing Manager. To accomplish this, the written request must be signed by an authorized representative of the Bidder and submitted to the RFB Purchasing Manager at the address listed in Section 2.1 General Instructions. If a previously submitted Bid is withdrawn before the Bid due date and time, the Bidder may submit another Bid at any time up to the Bid closing date and time.

3.0 BID REVIEW AND AWARD

The Department's purchasing agent or designee will review each Bid Response Package and Statement of Bidder Qualifications to verify the Bidder meets the requirements specified in this RFB based on a pass or fail protocol. This determination is the sole responsibility of the Department.

3.1 Verification of Bid Responsiveness

Those Bidders whose *Statement of Bidder's Qualifications and/or Bid Response Package* does not conform to all of the requirements and specifications of this RFB may be disqualified. Disqualified Bidder's Cost Packets will not be opened.

- 3.1.1 The Department will review the *Statement of Bidder's Qualifications and Bid Response Package* for completeness, accuracy, and adequacy of information provided by the Bidder.

Failure to comply with the instructions or to respond with complete and accurate information may cause a bid to be deemed non-responsive, except in those cases where the Department exercises its right to waive minor irregularities and request compliance from the Bidder. The Department reserves the right to seek written clarification and/or documentation.

3.2 Reference Checks

The vendor references listed on DOA Form 3478 may be contacted as part of the bid review process.

3.3 Method of Award

The award will be made to the lowest responsible bidder.

*Lowest **responsible** bidder* is defined in State regulations Adm. 6.01 as:

"...the person or firm submitting the competitive bid with the lowest price that meets the specifications contained in the request for bids. In establishing the lowest responsible bidder, all of the following factors may be considered:

- a) The financial ability to provide the services required or to complete the contract;
- b) The skill, judgment, experience, and resources to complete the contract;
- c) The necessary facilities, staff, personnel, and equipment to complete the contract;
- d) The demonstrated ability to satisfactorily perform the work or provide the materials in a prompt, conscientious manner;
- e) The demonstrated ability to comply in situations where the award is contingent on special considerations subject to the nature of the services or contract required, and;
- f) Any other factor determined to be relevant in assessing the bidder's ability to supply as required."

The State of Wisconsin is committed to the promotion of minority businesses in the state's purchasing program and a goal of placing 5% of its total purchasing dollars with certified minority businesses. Authority for this program is found in ss. 15.107(2), 16.75(4), 16.75(5) and 560.036(2), Wisconsin Statutes. The

contracting agency is committed to the promotion of minority business in the state's purchasing program.

The State of Wisconsin policy provides that minority-owned business enterprises certified by the Wisconsin Department of Administration, Minority, Disabled Veteran Owned and Women Business Program should have the maximum opportunity to participate in the performance of its contracts. The supplier/contractor is strongly urged to use due diligence to further this policy by awarding subcontracts to minority-owned business enterprises or by using such enterprises to provide goods and services incidental to this agreement, with a goal of awarding at least 5% of the contract price to such enterprises.

3.4 Right to Reject Bids and Negotiate Contract Terms

The State reserves the right to reject any and all Bids. The State may negotiate the terms of the contract, including the award amount, with the selected Bidder prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring Bidder or upon unfavorable review of the bidder's references, the Department may negotiate a contract with the next highest scoring Bidder.

3.5 Notification of Intent to Award

All vendors who respond to this RFB will be notified via email of the State's intent to award the contract as a result of this RFB.

After notification of the intent to award is made and under the supervision of agency staff, copies of bids will be available for public inspection from 8:00 a.m. to 4:00 p.m. at One West Wilson Street, Room 665, Madison, Wisconsin. Vendors should schedule reviews with Crystal Baker (608) 266-6967.

3.6 Appeals Process

Notices of intent to protest the intent to award a contract must be made in writing to the Secretary of the Department of Health Services. Protestors must identify State Statute and Wisconsin Administrative Code provisions that are alleged to have been violated.

Any written notice of intent to protest the intent to award a contract must be filed with:

Dennis G. Smith, Secretary
Department of Health Services
One West Wilson Street
PO Box 7850
Madison, WI 53701-7850

A notice of intent to protest must be received in the Secretary's Office no later than five (5) working days after the notices of intent to award are issued.

Any written protest must be received in the same office within ten (10) working days after the notice of intent to award is issued.

The decision of the Secretary of DHS may be appealed to the Secretary of the Department of Administration within five (5) working days of issuance with a copy of such appeal filed with DHS. The appeal must allege a violation of a Wisconsin statute or a section of the Wisconsin Administrative Code.

3.7 Cooperative Purchasing

Upon mutual agreement of both bidder and the Department the same pricing, terms, and conditions, resulting from this RFB may be extended to the entities as defined in Wisconsin's Cooperative Purchasing Service Vendor Agreement DOA-3333 (Reference Section 8.0 Required Forms).

4.0 SPECIFICATIONS

4.1 General

The Department of Health Services, Division of Public Health is accepting bids to purchase MICR Toner to be utilized by the Special Supplemental Nutrition Program for Women, Infants and Children (herein referred to as "WIC") at local project locations.

The WIC program provides specific nutritious foods to pregnant, breastfeeding, and postpartum women, infants, and children to five years of age who are determined to be "at nutritional risk" by competent health professionals. The Wisconsin WIC Program serves approximately 125,000 participants per month through 71 local WIC projects serving all Wisconsin counties. The Food and Nutrition Service (FNS) of the U.S. Department of Agriculture (USDA) provides funds to the Wisconsin Department of Health Services (DHS), for food benefits, nutrition services, and administration of the Program.

The DHS/DPH enters into agreements with local health and human service agencies to provide eligibility determination and nutrition education counseling to WIC participants, and to issue negotiable food instruments that are redeemable through authorized WIC vendors (retail grocers, pharmacies, and special vendors).

The WIC Program currently uses Source Technology (modified Lexmark) MICR printers to issue checks to participants. There are approximately 120 MICR printers located at WIC agencies throughout the state. The following types of printers are currently in use in varying quantities; and any bidder responding to this RFB must be able to supply all of the MICR toner types (either OEM, non-OEM aftermarket compatible or a combination of both) to local projects for the printers listed below:

- Source Technology – ST 9216
- Source Technology – ST 9325
- Source Technology – ST 9410
- Source Technology – ST 9512
- Source Technology – ST 9530
- Source Technology – ST 9612/9620

Bids must also include any additional (add-on) costs for the MICR toner, including but not limited to; shipping the MICR toner to local WIC Projects, Energy Surcharges, or any other costs incurred that will affect the total toner price from the initial order through delivery of the toner to the local agency.

All correspondence regarding this bid must refer to #**3010 DPH-CB**. After an award is made any correspondence, documents, price lists, etc., concerning this contract must include this bid number and must be sent to this office to be acknowledged.

4.2 Quality

For the purposes of this bid, the WIC Program is soliciting bids for **both Original Equipment Manufacturer (OEM) and aftermarket compatible (non-OEM) toners**. It is expected that any aftermarket compatible toners meet or exceed OEM toner production quality and page yield. Designations for OEM and aftermarket compatible toners, must be listed on the cost sheet submitted by the bidders.

4.3 Samples

Because of the mission critical nature of the MICR printers to each local agency, bidders may be requested to **provide sample MICR toner cartridges for testing before any contract award is made**. Sample checks printed from the toners will be test-processed through the banking vendor to assure the quality of the toner. The state will reimburse the bidder for the cost of any sample toners requested

4.4 Quantity

Estimated quantities will range from 250-350 MICR toners purchased annually. Smaller projects may only order one replacement MICR toner at a time; while other larger sites may order multiple toners at once.

Bidders should take this variance in the volume of toner that any one project may order, into consideration when providing shipping costs or other charges (i.e. energy surcharge) on the MICR Toner Cost Sheet.

4.5 Invoicing

The Vendor will invoice the State of Wisconsin WIC Program. The invoice must be itemized to include all applicable costs (i.e. toner cost, shipping costs, etc).

Once a month, the vendor will submit an invoice to the WIC IT Business Manager at the state of Wisconsin WIC Office located at 819 N. 6th Street, Milwaukee, WI 53203; for all of the **previous** month's toner orders. A detailed summary or spreadsheet must accompany the invoice which details at a minimum: The project that placed the order, the quantity and type of cartridges ordered by project, a subtotal of toner costs (and shipping or other charges) attributed to each project, and a final summation of all costs (toner, shipping, other charges, etc) for the month.

4.6 Ordering

Bidder must provide a method for ordering replacement MICR toners that allows users (each WIC site) to request the toners on an as-needed basis directly from the vendor. This will include at a minimum fax, e-mail, and standard mail. The vendor must have a system in place that will capture and provide data to the State WIC Office necessary to effectively manage the program including but not limited to:

- Quantity and type of toner ordered
- Project/location placing the order
- Order date

4.7 Delivery

Individual projects will request replacement MICR toners on an as needed basis from the vendor.

The toner must be shipped within 2 business-days of request receipt. Transit time (shipping) of the toner(s) to the requesting agency should be no longer than 5 business days.

4.8 Shipping Instructions

Replacement MICR toners will be delivered to each local agency throughout the state of Wisconsin upon request by each individual agency. Shipping to these agencies is the responsibility of the successful bidder. A list of clinic locations and addresses for shipping can be found at:

<http://www.dhs.wisconsin.gov/wic/localproject/localprojects.htm>

5.0 MANDATORY REQUIREMENTS – BIDDER RESPONSE WORKSHEET

To be eligible for a contract award, bidder must certify their ability to meet all the **MANDATORY REQUIREMENTS** as specified below (Reference Transmittal Letter Section 2.2.2). **Failure of Bidder to demonstrate ability to comply with the Mandatory Requirements and establish itself as a responsible bidder as defined in Section 3.3 will result in exclusion from further consideration. A reaffirmation of the requirements in the written statements required in Sections 4.1- 4.8 does not constitute the establishment of a responsible bidder as described in Section**

3.3. This determination is at the sole discretion of the Department and by submitting a bid for this RFB the bidder agrees to these terms.

The Mandatory Requirements apply to all bidders. Additional requirements may apply upon contract execution, specific to the services being provided. By checking YES bidder is agreeing to the terms and conditions of the requirement whether actual or implied after the execution of a contract.

The following requirements are the minimum specifications of the service(s) required. A NO answer to any questions below shall be the basis for elimination from consideration. However, if no bidder is able to comply with a given specification, condition of bid or provide a specific item, the state reserves the right to delete that specification, condition of bid or item.

The awarded bidder must perform the required work in accordance with all federal, state, and local rules and regulations.

Any Contract resulting from this bid shall not be, in whole or in part, subcontracted, assigned, or otherwise transferred to any other Contractor without prior written approval from the Department.

5.1 Requested Service – Toner Type

The bidder must:

YES NO
☐ ☐

able to supply all of the types of MICR toners for the Source Technology Printers listed below; regardless of them being either aftermarket compatible or OEM toner or a combination of both.

- Source Technology – ST 9216
- Source Technology – ST 9325
- Source Technology – ST 9410
- Source Technology – ST 9512
- Source Technology – ST 9530
- Source Technology – ST 9612/9620

5.2 Requested Service – Quality

The bidder must assure:

YES NO
☐ ☐

If aftermarket compatible toners are a component of this bid, the manufacture of said toners meets or exceeds OEM standards.

5.3 Requested Service – Samples

The bidder must:

YES NO
☐ ☐

Provide sample MICR toner cartridges if requested; before any bid award is made to determine/verify quality and compatibility.

5.4 Requested Service – Quantity

The bidder must:

YES NO
☐ ☐

Be able to provide the estimated 250-350 toners per year of varying type and quantity ordered by local WIC agencies.

5.5 Requested Service – Invoicing

The bidder must:

YES NO
☐ ☐

Invoice the State of Wisconsin WIC Program monthly. The invoice must be itemized to include all applicable costs (e.g., toner cost, shipping costs, energy surcharges, etc.).

YES NO
☐ ☐

Invoice the state for the previous month's toner orders. A detailed summary or spreadsheet must accompany the invoice which details at a minimum: The project that placed the order, the quantity and type of cartridges ordered by project, a subtotal of toner costs (and shipping or other charges) attributed to each project, and a final summation of all costs (toner, shipping, other charges, etc) for the month.

5.6 Requested Service – Ordering

The bidder must:

YES NO
☐ ☐

Provide a method for ordering replacement MICR toners that allows users (each WIC site) to request the toners on an as-needed basis directly from the bidder. This will include at a minimum fax, e-mail, and standard mail.

5.7 Requested Service – Delivery

The bidder must:

YES NO
☐ ☐

Ship toner within 2 business-days of request receipt. Transit time (shipping) of the toner(s) to the requesting agency should be no longer than 5 business days.

YES NO
☐ ☐

Individual projects will request replacement toners on an as needed basis from the vendor.

YES NO
☐ ☐

Deliver (ship) toners to each local agency throughout the state of Wisconsin upon request by each individual agency. Shipping to these agencies is the responsibility of the successful bidder

5.8 AUTHORIZED REPRESENTATIVE

YES NO
☐ ☐

The person signing below as Bidder is the official agency representative authorized to commit bidder to the terms of this RFB.

Bidder's Signature

Date

6.0 BID SUBMITTAL WORKSHEET

The total bid price for each type of toner must represent an all-inclusive bid for all costs associated with this contract and all costs to perform the requirements enumerated in the RFB.

Instructions: Insert the name of the bidder below:

Name:

MICR Toner Cost Sheet

- Please provide your cost for the MICR toner(s) that are compatible with each of the printer models listed below.
- If you can supply both OEM and Aftermarket Compatible (non-OEM) toners; enter the costs in both cost columns for each specific printer cartridge.
- If you can provide only OEM toners or only Aftermarket Compatible toners; enter the costs in the appropriate column for each specific type of printer toner cartridge.
- Enter any related/additional costs per toner such as shipping, energy surcharges, etc; for EACH specific cartridge. If there are no shipping or additional charges per toner, fill in "no charge".
- Enter the page yield for each toner based on 5% coverage for OEM and/or Aftermarket Compatible toner.

				<u>Not a Cost Consideration – For Information Only</u>	
	A	B	C		
MICR Printer Model	Cost Per Toner OEM	Cost Per Toner Aftermarket Compatible	Shipping/ Energy Charge Per Toner	Page Yield@ 5% Coverage OEM Toner	Page Yield @ 5% Coverage Aftermarket Toner
Source Tech – ST 9216					

Source Tech– ST 9325					
Source Tech– ST 9410					
Source Tech – ST 9512					
Source Tech– ST 9530					
Source Tech ST 9612					
Source Tech– ST 9620					
Total Bid Cost for OEM Toner (add column A + C)					
Total Bid Cost for Aftermarket Toner (add column A + C)					

Bidder's Signature

Date

NOTE: No other costs, including but not limited to other direct, indirect, allocated, travel, or incidental expenses may be proposed or charged to the ensuing contract. Bid must be inclusive of all costs associated with performance of contract requirements and fulfillment of contract deliverables. The Total Bid Price represents the official bid amount for this RFB.

7.0 STANDARD AND SUPPLEMENTAL TERMS & CONDITIONS

The State of Wisconsin reserves the right to incorporate standard State contract provisions into any contract negotiated with any bid submitted responding to this RFB, Standard Terms, Conditions (DOA-3054), Supplemental Standard Terms and Conditions (DOA-3681) for Procurements for Services. Failure of the successful Bidder to accept these obligations in a contractual agreement may result in cancellation of the award.

7.1 Standard Terms and Conditions (DOA-3054)

7.2 Supplemental Terms and Conditions (DOA-3681)

8.0 REQUIRED FORMS

The following forms must be completed and submitted with the Bid in accordance with Section 2.2.

8.1 Designation of Confidential and Proprietary Information (DOA-3027)

8.2 Wisconsin Cooperative Purchasing (DOA-3333)

8.3 Vendor Information (DOA-3477)

8.4 Vendor Reference (DOA-3478)